



Introduction to CIDR

Welcome to the CRSSP Imagery-Derived Requirements (CIDR) entry tool, designed to collect and provide query and report capabilities on near-term land remote sensing data requirements of U.S. Federal civil agencies. This priority effort is part of the Commercial Remote Sensing Space Policy (CRSSP) implementation and will assist agencies in leveraging resources in areas of common interest. The requirements information gathered and provided will be used to:

- Generate a civil agency requirements database to facilitate partnerships among and within agencies.
- Serve as documented evidence for potential funding initiatives.
- Satisfy user requirements with existing data sources where possible.
- Provide the commercial satellite and aerial industries with a snapshot of civil agency needs; allow industry to respond with accurate and specific data and services.

The CIDR tool allows Federal agencies to enter their remote sensing data requirements for upcoming years. This information will be analyzed to find intersections in data requirements and assist users with similar requirements in collaborating on potential purchases. Commercial satellite and aerial vendors may also use the CIDR tool and its information to assist in their data acquisition scheduling for known geographic areas of interest.

For more information about the CRSSP policy and its implementation, visit the USGS Commercial Project website at <http://crssp.usgs.gov>.

General CIDR Usage Notes

It may be useful to print this Guide and keep it handy when using the CIDR tool. Here are a few general notes that apply to your utilization of the site as a whole. Specifics of each sections of the tool are described in the remainder of the document.

- The bottom of each page lists Navigation Links for pages accessible from the current page.
- Blue-highlighted items in selection lists throughout the site delineate logical grouping headings that were needed within the lists. These are *not* selectable. No action or an error will result if you attempt to submit a form containing a selection list in which you have a heading selected.
- Grey-highlighted items in selection lists throughout the site delineate logical grouping headings that are also selectable in order to allow more general definition of the value for a requirement field or in order to select the major departments in the department and agency lists.
- You will not be allowed to view the details of or modify requirements for departments or agencies you are not granted permission to. If you feel you should have access to requirements that you don't have access to, please contact crssp@usgs.gov to request a review of your department or agency affiliation and the possibility of elevating your permissions level.

CIDR Session Activity

➔ Login

The URL for the login page of the tool is <http://cidr.cr.usgs.gov>. The USGS login/registration service is utilized to manage profiles of CIDR system users as well as to provide the authentication access to CIDR. From the CIDR login page, the Login button will send you to the USGS login service webpage. Login to the tool with your provided username and password or use the Register link to create a new login profile. Once you have successfully logged in to the USGS login service, you will be redirected to the homepage of the CIDR tool.

➔ CIDR Tool Permissions

Logging in to CIDR allows tailored views of the tool by user type as well as enabling enforcement of appropriate restrictions to requirements.

Your department or agency affiliation was determined when your user account was created. When you initially login, the department or agency selection list on the homepage will default to your assigned department or agency. If you feel your department or agency affiliation is incorrect, please contact crssp@usgs.gov to request a review of your department or agency affiliation and the possibility of modifying it.

ADMINISTRATORS

These users are responsible for requirements oversight and assisting department or agency users in entering their requirements into the system. Administrators also have a quality control (QC) responsibility, which includes reviewing new requirement submissions, creating and attaching the QC AOI shapefile for the requirement, and marking the requirement as QC'd (validated). A requirement isn't considered official and won't be available for spatial queries or actively investigated for fulfillment until it has been QC'd.

USGS-identified administrators also own analysis duties. These duties include analyzing the requirements against each other to identify potential data purchase partnerships as well as to compare the requirements to the existing data in the UCDP image collection. These tasks are not entirely well-defined yet and will solidify and become the focus of the USGS CRSSP policy implementation staff during the FY06 year.

DEPARTMENT LEVEL USERS

These users are responsible for requirements entry and management for their department level remote sensing data needs. These users may also play an outreach role and may need to assist agencies within their department to record and manage the agency level requirements. For this and oversight responsibilities, the department level users also are granted requirement entry and management privileges for all agencies within their department. Finally, these users are also granted high level view capabilities for all other requirements in the system to facilitate data purchase partnerships.

AGENCY LEVEL USERS

These users are responsible for requirements entry and management for their agency's remote sensing data needs. They are granted modification privileges for requirements assigned to their specified agency only. They are also granted high level view capabilities for all other requirements in the system to facilitate data purchase partnerships.

GUESTS

Guest users have limited access to the requirements in CIDR in order to protect government-sensitive information. They are allowed access to the spatial query tools, which will search the QC'd requirements in the system and display some basic information about the civil agency data requirements in the indicated area of interest.

The guest user account is primarily intended to be used by commercial data providers to be used as input for their data acquisition strategies.

➔ Using the CIDR Homepage

From this page you may access the requirements in the system by identifying a year and department or agency to query them by, view a specific requirement by its ID number, or execute a spatial query to view requirements that intersect your geographic area of interest.

YEAR AND DEPARTMENT/AGENCY SELECTION GUIDELINES

- Both a year and a department or agency must be selected to start working with any requirements.
- The "Guest User Account" agency listing is for user agency affiliation identification purposes only. As such, it is not an allowable department selection to add or view requirements for.
- The "View Requirement(s)" and "Add Requirement" buttons will activate and deactivate as you select different choices in the year and dept/agency lists. If a button deactivates, this indicates that you have made a selection combination that causes that button's function to not be relevant or inaccessible due to permissions restrictions.
- You may access the high level view (minimal information) of the requirements for any valid department or agency.
- You may manage requirements for only the department or agency that you are affiliated with.
 - If you are affiliated with a specific agency, you may manage requirements for that specific agency only.
 - If you are affiliated with a department, you may manage requirements for your department as well as any agency within your department.
- Once you have chosen a year and department/agency from the homepage selection lists, if you select the "View Requirement(s)" button you will be shown the current requirements for the department or agency and year you selected.
- To enter a new requirement for your chosen year and department or agency, select the "Add Requirement" button on the homepage instead. You will then be presented with the requirement entry form to immediately start entering your requirement(s) into the tool.

IMMEDIATE REQUIREMENT VIEW OPTION

An alternative initial action available on the homepage is to jump directly to the detailed requirement view screen for a specific requirement, by the requirement's ID number. If you know the ID number for the requirement you wish to work with, enter it in this input field and press "View Requirement".

SPATIAL QUERY

The spatial queries will ask for you to define a geographic area you are interested in. The query process will compare your given area with the indicated area of interest (AOI) of each QC'd requirement in the system and will then display all requirements that intersect your defined area.

- The Java powered query function will let you point-and-click to draw a rubber-band box around the area you are interested in. It also allows you to define your area of interest by selecting a pre-defined area (states, international countries). This version of the query tool works best with the Internet Explorer browser. It should also work in most other main stream browsers, by may require you to upgrade to the newest Java Runtime plug-in (you can download this from <http://www.java.com>).
- The non-graphical version of the query function allows you to define a bounding box by typing the north, south, west, and east geographic bounds of the area in textual input fields.

After submitting your AOI for your spatial query, you will be redirected to the *View Requirements* screen, which will contain a world reference map with the AOI shapefiles of the matching requirements overlaid on it.

If you are using Firefox under Windows XP and the graphical query screen either shows no map graphic or locks up Firefox, the following has been found to resolve the situation for some users:

- Install Java 5.0 if it is not already installed (<http://www.java.com>)
- Make sure that no Firefox windows are open.
- Browse to C:\Program Files\Java\jre1.5.0_05\bin from "My Computer".
- Manually copy NPJPI150_05.dll and NPOJI610.dll to C:\Program Files\Mozilla Firefox\plugins. You will be prompted regarding whether to allow NPOJI610.dll to be overwritten - and you should.
- Restart Firefox

Note that we cannot guarantee this method and you are responsible for resolving any problems - but this seems to work. Until Sun and Mozilla work these integration bugs out, you may need to repeat this after any updates to Firefox. You may find that other quirks you had noticed in Firefox may clear up as well.

➡ Viewing Requirements

The *View Requirements* screen displays some high-level field values of the requirements matching your input constraints (year/agency, spatial query). The fields shown are determined by the user's permissions as well as which tool function directed you to the *View Requirements* page. The fields

displayed are consistent except for limitations imposed for guest users and when viewing requirements following a spatial query.

COLUMN HEADINGS

Descriptions of the values in each column are explained for you here.

Export SHP

To aggregate the QC shapefiles of interested requirements for exporting, check the boxes in this column next to the requirements you're interested in first, and then look under the Navigation Links section of the page for a link to export your selected requirements to a shapefile. If you would like to export the QC shapefiles for every requirement returned by the spatial query, you do not need to check the box by any of the requirements, just use the appropriate link at the bottom of the page.

* This column is displayed only following a spatial query.

Req. ID

The unique ID number assigned to the requirement when it was added to the system.

* This column is not displayed to guest users.

POC Name

The name of the Point-of-Contact for the data requirement.

* This column is not displayed to guest users.

Department or Agency

The department or agency the requirement was classified to belong to.

Requirement Name

The name given to identify a requirement.

Platform

The remote sensing method the data is desired to be acquired by (satellite, sensor, other vehicle like aerial photography, etc.).

Resolution

The desired resolution of the data.

Funding

The actual dollars entered for potential funding (not shown in this view), combined with the indicated confidence in that funding are used to determine what this field reports. The following checks are applied to determine the value shown in this field:

"Unfunded": 0-29% confidence or if the potential funding was \$0

"Partially Funded": 300-69% confidence and a non-zero amount of potential funding

"Funded": 70-100% confidence and a non-zero amount of potential funding

Funding Confidence

The percent of confidence the user has in the potential funding amount provided. This value will be

"NA" when the potential funding amount is \$0.

Date Last Modified

The date the requirement was entered into the system or last updated, including any updates made by an administrator (QC'ing).

Data Status

Either "Unfulfilled", if the data has not been received by the requestor, or "Fulfilled", if the data was received and the requestor modified the requirement to add Historical Actual information about the data received.

Validation QC Status

If a requirement has not been QC'd, the value in this column will be "Pending", otherwise the value will be "Validated".

View Full Requirement

If you are an authorized modifier of the requirement, based on your tool permissions, you will see a "View" link in this column. This link will take you to the detailed requirement viewing screen. If you are not an authorized modifier of a requirement, you will see "Permission Denied" text under this column. If you feel you should have access to requirements that you don't have access to, please contact crssp@usgs.gov to request a review of your department or agency affiliation and the possibility of elevating your permissions level.

* This column is not displayed to guest users.

ADDITIONAL FUNCTIONALITY

A key link is at the bottom of the *View Requirements* page and will allow you to add a new requirement to the system for the year and department or agency you are currently viewing. The add requirement function is described later in this document.

Other functionality you may find useful on the *View Requirements* page:

- Clicking on a table heading will sort the requirements by that heading
 - If the field contains character values, they will be sorted alphabetically, from a-z.
 - If the field contains numeric values, they will be sorted numerically from smallest to largest.
 - The department or agency column sort will put requirements belonging to the department-proper at the top of the list; then the requirements belonging to agencies within that department will be listed below them in alphabetical order.
 - The date column will sort from the earliest to most recent date.
- If you reached the *View Requirements* page following a spatial query, clicking on a requirement's ID number will highlight its AOI polygon on the world reference map at the top of the page.
- To facilitate collaborations with requestors of similar requirements, you may click on a POC's name to activate a pop-up window displaying that POC's contact information.

➔ [The Detailed View Requirement Page and Modification Functions](#)

Only permitted users may access the *Requirement Details* page. Access to this page is either by entering the requirement's ID number on the homepage to link directly here or to click the "View" link in the last column of information about a requirement on the *View Requirements* page. The *Requirement Details* page displays the complete set of fields collected which define a requirement. The requirement modification functions are listed and explained next.

Add

The add requirement function is accessed from the homepage or the *View Requirements* page. Accessing the *Modify A Requirement* page with this function presents you with a list of the fields that need to be collected to fully specify a unique requirement. Verify at the top of the form that you are adding the requirement to the correct department or agency and for the correct fiscal year you intended to be working with.

- The bolded field names on the form require a value to be entered before you will be allowed to submit the requirement to the system.
- For the Area of Interest (AOI) field, you must provide data for one of the types of inputs – a Shapefile, another geospatial type of file, or some descriptive text to explain the coverage area you need data for.
- The "Other" fields, throughout the form, will be disabled unless you specify "Other" in their applicable selection list. If you do select the "Other" option from a list, the correlating input field for explanation text is required to be completed.
- Click the "Save Requirement" button at the bottom of the form to submit the requirement to the system.
- If there were any errors in your input, you will be redirected to the *Modify A Requirement* page again, with notices at the top of the page informing you of the specific error(s).

Edit

The edit function is accessed from the *Requirement Details* page. Accessing the *Modify A Requirement* page with this function allows you to make modifications to an existing requirement in the system. You will see the same fields as the add function displays with the field values pre-populated with the values submitted with the requirement when it was created or last edited.

- Modify the necessary fields to correct or further define the requirement.
- Click the "Save Requirement" button at the bottom of the form to submit the requirement edits to the system.
- Edits to a previously QC'd requirement by a non-administrator will revert the requirement's validation status to "Pending". An administrator will need to review the new requirement field values and mark the requirement as QC'd again before it will be searchable for spatial queries again.
- The bulleted features of the add function also apply to the edit function.

Copy

The copy function is accessed from the *Requirement Details* page. Accessing the *Modify A Requirement* page with this function allows you to use an existing requirement as a template to create a new requirement. You again will see the same fields as for the previously described functions, with an additional Fiscal Year selection field.

- Modify the necessary fields from the template requirement's values to define the new requirement.
- Note that the AOI field will default to the same shapefile or other definition as the template requirement had defined. If you do not edit this field, the same AOI definition the template requirement used will be attached to the new requirement (including shapefile).
- Click the "Save Requirement" button at the bottom of the form to enter a *new* requirement into the system.
- The bulleted features of the add function also apply to the copy function.

FORWARD

The forward function is accessed from the *Requirement Details* page. Accessing the *Modify A Requirement* page with this function allows you to copy a requirement (whether it was fulfilled or not) to a future fiscal year for which it remains a requirement. You again will see the same fields as for the previously described functions, with the additional Fiscal Year selection field again. The intent is to duplicate the exact same requirement for a future year, so the form fields will all be disabled, except to define the fiscal year to forward the requirement to.

- Choose the fiscal year that you wish to forward the requirement to.
- Click the "Save Requirement" button at the bottom of the form to complete the forward.
- Forwarding will leave a copy of the forwarded requirement in the year it was originally assigned to and will flag the original requirement as forwarded. An *identical* copy of the requirement is then added as a new requirement to the selected future fiscal year.
- If you select the "Recurring" option as the fiscal year to forward to, the requirement will be added to each year in the system subsequent to the forwarded requirement's fiscal year.
- Click the "Save Requirement" button at the bottom of the form to submit the requirement forward to the system.
- If you also wish to make edits to the requirement fields, you may execute those with the edit function either before (on the original requirement) or after the forward has been executed (on the forwarded requirement).

RECORD ACTUALS (VIEW ACTUALS/EDIT ACTUALS)

The record actuals (view/edit) functions are accessed from the *Requirement Details* page. Accessing the *Information About Requirement Fulfillment* page with this function allows you to record information about actual data received in fulfillment of a data requirement previously recorded in the CIDR tool. You will see some familiar as for the previously described functions. This specific form displays some reference information from the original requirement's definition, along with input fields to record information about the data you actually received. The View Actuals/Edit Actuals options will display on the *Requirement Details* page instead of Record Actuals once any actuals information has been entered and saved.

- The bulleted features of the add function also apply to the record/edit actuals functions except you will click the "Save Actuals" button at the bottom of the form to submit the requirement's fulfillment information to the system.
- After recording initial actuals data, the next time you view the *Requirement Details* page for the same requirement, the Functions list will contain the View Actuals/Edit Actuals function, rather than the Record Actuals function. The Edit Actuals page works just like the

Record Actuals page except that it will be pre-populated with the values that were defined for the historical actuals information the first time it was defined.

VALIDATE (restricted to administrator use only)

The validation function is accessed from the *Requirement Details* page. Accessing the *Modify A Requirement* page with this function allows an administrator to review the values provided for each field defining the requirement, with an opportunity for follow-up with the POC if questions or clarification of those field values arise or if further information is needed to complete the definition of the requirement.

- Review the field values; follow-up with POC when necessary. Apply any necessary adjustments to or additional values to complete the definition of the requirement.
- Provide a QC shapefile of the AOI.
- Change the status of the requirement to “Validated” if you have completed its definition to satisfaction.
- Click the “Save Requirement” button at the bottom of the form to submit the requirement edits to the system. Modifications may be saved without changing the status to “Validated” if you find further information is still needed to fully define the requirement.
- Only QC’d (validated) requirements will be searched against for spatial queries and generating export analysis files.
- The bulleted features of the add function also apply to the validate function.

DELETE

The delete function is used to remove a requirement from the system. This is not an archival function and is not intended to be used to get rid of requirements once a year is past. It is primarily intended to remove requirements that were mistakenly entered or was determined later to be unneeded by events such as mission scope changes.

- You will be presented with a pop-up dialog window to allow you to accept or cancel the delete.
- Canceling the delete will make no changes to the requirement in the system.
- Accepting the delete will place the requirement on a delete list. The requirement will no longer be accessible/viewable from any part of the system, except from the administrator’s *Manage Deleted Requirements* page. If you accidentally or otherwise have deleted a requirement and would like it restored, contact crssp@usgs.gov with your request, providing the requirement’s ID number, if possible, or at least as much details of the requirement’s definition fields as you can.

After completion of one of the functions described above, you will be directed to the *View Requirements* page for the same department or agency and year you had selected to work with from the homepage (except when working with the record or edit actuals functions, which will direct you back to the *Requirement Details* page for the requirement you were working with after submitting the actuals information).

Data Export Capabilities

To aid CIDR tool users with requirements analysis, various data export capabilities are provided within the tool. The exported data files can be analyzed to assist in requirement fulfillment in the following ways:

- Locate intersections of similar requirements to identify potential data purchase collaborations.
- Assist CDPs in data acquisition planning.
- Identify requirement intersections with data already in the UCDP image collection.
- Identify intersections of requirements with CDP data holdings.

Requirement may be exported to CSV format, which is importable to MS Excel and various GIS tools, including the ESRI Arc tools. The CSV file contains the metadata as well as the bounding box of the geographic area of interest of the requirement. Requirements with detailed AOIs (complex polygons) may be better exported for analysis in the shapefile format. The metadata for requirements exported to a shapefile are recorded as attributes in the shapefile format.

Look for the requirement export links on the homepage and in the Navigation Links section at the bottom of various pages of the tool. Administrators can also access a page providing access to export requirement shapefiles in ZIP format and as a master aggregate shapefile. The link for this page is provided on the homepage.

The detailed view requirement page, requirement modification form, and record actuals form may contain links to export a shapefile, if that is the way the user creating the requirement defined their AOI. There also may be links on those same pages to export the QC AOI shapefile. It is recommended you only rely on the QC shapefiles for analysis purposes, as the rest of the shapefiles are uncontrolled and unverified.

Help

Staff is available to help with the data entry process. If you would like this assistance, please contact 1-800-252-4547 or crssp@usgs.gov. (M-F, 8-4 central time).

Please report CIDR tool bugs or other tool issues to crssp@usgs.gov.

Acronyms

AOI	Area of Interest
CDP	Commercial Data Provider
CIDR	Commercial Imagery-Derived Requirements
CRSSP	Commercial Remote Sensing Space Policy
CSV	Comma Separated Values
ESRI	Environmental Systems Research Institute
GIS	Geographic Information System
MS	Microsoft
NA	Not Applicable
POC	Point-of-Contact
QC	Quality-Controlled
SHP	common shapefile format file extension
UCDP	USGS Commercial Data Purchases
URL	Uniform Resource Locator
USGS	United States Geological Survey
ZIP	file compression format file extension